

PROCESSING FEES

Processing fees are charged by the Department of the Interior for the review of requests for certification of rehabilitation, except for projects with expenditures less than \$20,000. In a typical application for a single building, where Parts 1 and 2 are submitted together, the Department of the Interior reviews Part 1 and notifies the applicant that the property is a "certified historic structure." Accompanying that letter is a request by the Department of the Interior for \$250 for the review of Part 2. Until that amount is received, no action will be taken on that application.

The fee for review of completed work is based on the dollar amount spent on the rehabilitation, and thus the amount subject to the tax credit. The fees are as follows:

FEE	SIZE OF REHABILITATION
\$500	\$20,000 to \$99,999
\$800	\$100,000 to \$499,999
\$1,500	\$500,000 to \$999,999
\$2,500	\$1,000,000 or more

The \$250 paid for review of Part 2 is deducted from the final certification fee. The maximum fee charged for review of any project is \$2,500.

In a multi-building project, a \$250 fee for the review of Part 2 will be charged for each building, up to \$2,500, but the final certification fee will be calculated on the basis of the entire project's costs. A multi-building project has generally been interpreted to mean one where the buildings are under the same ownership, are located in the same historic district, are of the same period of significance, and are submitted for review at the same time. These may or may not be adjacent or contiguous structures.

Do not send payment until requested to do so. Fees are non-refundable.

PHOTOGRAPHS AND DRAWINGS

Thorough photographic documentation is the most reliable way to assure clarity. It also protects the applicant in cases where the "before" appearance and condition of a building may come into question. For this reason it is advisable to photograph the property's interior, exterior and site upon acquisition, before any work, including clean-up, begins. Details such as the condition of cornice, windows, brick, mortar, plaster, floors and staircases, and the existence or non-existence of mantels, pocket doors, wainscotting, interior transom lights and original woodwork should be clearly photographed. In describing proposed work, it is also helpful to photograph the location of proposed closets, kitchen cabinets or new walls in order for the reviewer to assess the impact of the proposed work on the building.

As stated earlier, although it is advisable to submit Part 2 documentation before rehabilitation begins,

work in progress or completed may be certified, but only if thorough "before" photographs accompany the application. Where such documentation is not provided, review and evaluation cannot occur.

Photographs should be numbered and keyed to the text of the application in both Parts 1 and 2. They must also be dated and labeled with the property name and/or address, city and state, and the direction of the view. A brief description of the view is also helpful. An example of a photograph label might be:

Photo 6— 123 Maple St., Louisville, KY

August 28, 1984

first floor kitchen, south wall showing wainscotting to be retained

In this manner, the photographs supplement the descriptive text and leave little doubt regarding the applicant's intentions.

Photographs may be color or black and white but must clearly show architectural features. Mounting of photographs is not recommended. If photographs are mounted, they must be on 8½" X 11" paper. Duplicate photographs must accompany the application - one set for the SHPO's files and one for the reviewer in Atlanta. For this reason and for the quality of the photographs, polaroid photographs will not be accepted. Photographs are not returnable.

Architectural drawings or sketches are also required for review. These need not be professional drawings, but must accurately represent the existing and proposed plans for the building. Where necessary, sections and elevations may also be required. Drawings should be numbered and keyed to the text where appropriate. It is also very helpful to key the photographs with directional arrow to the plans. Duplicate sets of drawings must also accompany the application.



This grand residence, located in the Russell Historic District, is a prime example of consistent maintenance.